

Campbellsville University  
Office of Financial Aid  
Satisfactory Academic Progress Policy

Satisfactory Academic Progress Policy (Cosmetology, Barbering, Esthetics, and Cosmetology Apprentice)

Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Campbellsville University. Progress is determined quantitatively (hours attended) and qualitatively (cumulative grade average). Progress is monitored at the conclusion of each payment period.

SAP is a requirement of all students enrolled in the Cosmetology and Barbering Training programs. Written notices of SAP standing will be provided to students at the time of evaluation. Copies of evaluations, as well as appeal results, will be kept in the student's file. Students that withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long he/she has been out.

In order to meet SAP students must maintain specified grade levels. They must also proceed through the course at a pace leading to completion in the maximum time frame as defined below. SAP evaluations are at the scheduled end of each payment period per academic year for the cosmetology, barbering, esthetics, and cosmetology apprentice. For Cosmetology and Barbering, these will occur at 500 and 1000 hours. For Esthetics and Cosmetology Apprentice, this will occur at 375 hours. If a subsequent academic year is more than 500 hours and less than 1000 hours, payment periods are equal to one half of the that academic year. If a subsequent academic year is 500 hours or less then it is considered one payment period. SAP evaluations are always concurrent with the scheduled end of a payment period.

For these programs an academic year is defined as 1000 clock hours over a period of not less than 26 weeks.

**Enrollment**

A minimum standard for full-time enrollment is attending all scheduled clock hours in the academic program for any given week.

**Quantitative**

Students must attend 70% of cumulative attendance average in any given period of enrollment to be considered making satisfactory progress. For one payment period of 500 clock hours, students would have to attend 350 hours to be considered making SAP. For one payment period of 375 hours, students would have to attend 262.5 hours to be considered making SAP.

**Quantitative**

Students must meet the academic requirement of maintaining a 70% grade point average to be considered making satisfactory progress.

Students may lose eligibility for financial from Title IV HEA program funds, and may be subject to termination from the program if they do not meet the above requirements.

School holidays are considered in the calculation of cumulative attendance. Course incompletes are not applicable and have effect on SAP standards. Clock hours from another institution toward the student's educational program are counted as attempted and completed.

### **Maximum Time Frame**

Maximum time frame for students will be 120% of the time it would take to complete the scheduled hours for the program. Time frames are based on schedule of attendance. For example, if a student's schedule allows for completion within 12 months/1500 clock hours with no absence, the maximum time frame for that student at 120% would be 14.4 months and 1800 clock hours.

### **Notification of Results**

Students that do not meet the Satisfactory Academic Progress requirements will be notified via mail within two weeks of the conclusion of the payment period.

### **How to Regain Eligibility**

#### **Quantitative-Maximum Time Frame**

To regain eligibility, you must graduate and advance to a new career level.

#### **Quantitative**

To regain eligibility, attend clock hours at your own expense in the subsequent payment period and meet the standards according to the cumulative clock hours completion ratio outlined under the heading **Quantitative**. Once you have completed the given number of clock hours and earned passing grades, you will need to notify the Office of Financial Aid to complete a clearance form.

#### **GPA**

To regain eligibility, attend clock hours at your own expense at the Campbellsville and raise your cumulative GPA to the acceptable standard. Once you have completed the courses and raised your GPA, you will need to notify the Office of Financial Aid to complete a clearance form.

#### **Right to Appeal**

If there were extenuating circumstances (injury, illness, death of a relative) that prevented you from meeting the standards of our Satisfactory Academic Progress Policy, then you have a right to file an appeal with the Committee for Financial Aid Appeals. In this appeal you must explain the following items: 1.) The reason why you did not meet Satisfactory Academic Progress and 2.) What has changed now that will allow you to make satisfactory academic progress at the next evaluation.

If your appeal is approved, you will be placed on probation for one term, and after the probationary period, you must be making satisfactory academic progress in order to continue to receive financial aid. You will be notified via mail or email the results of your appeal.